

Special Meeting

November 10, 2005
1:30 p.m.

A special meeting of the Municipal Civil Service Commission convened on Thursday, November 10, 2005, at 1:35 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the September 26, 2005, regular meeting.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Review and approval of the minutes from the October 6, 2005, special meeting.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Review and approval of the minutes from the October 31, 2005, regular meeting.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Review of the results of the pre-hearing conference for the following appeals:
a) Craig Curtis vs. Columbus Public Schools, Appeal No. 05-BA-0019.
Head Custodian II – Discharge – hearing scheduled for January 9, 2006.
b) Michael Kyde vs. City of Columbus, Appeal No. 05-CA-0008.
Police Officer – Discharge – hearing scheduled for December 19, 2005.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Craig Curtis – Head Custodian II - Columbus Public Schools - discharged. Mr. Curtis was discharged due to allegations of theft in office concerning his removal of computer equipment. Mr. Curtis contends he was advised by a safety manager the equipment was creating a safety hazard and since it was going to be disposed of, he took it. Columbus Public Schools intend to call five witnesses and requested the trial board begin at 9:00 a.m. instead of 1:00 p.m. as it is likely the case will take one full day. The appellant's counsel, Thomas Drabick, intends to call the appellant and four or five other witnesses and Mr. Drabick agreed the case will take one full day. The presiding commissioner for the January 9, 2006, trial board, Eileen Paley, agreed to begin the trial board at 9:00 a.m.

Michael Kyde – Police Officer, discharged. This pre-hearing conference was a follow up to the pre-hearing conference held in August. The City plans to call four to six witnesses and Mr. Kyde's attorney, Philip Brown, intends to call all the City's witnesses and two or three additional witnesses. Both parties requested that the hearing start earlier than 10:00 a.m. in order to finish in one day. The Commissioners are unable to start earlier because the regular Commission business meeting is scheduled to start at 9:00 a.m. on December 19; however, they did agree to stay until 6:00 p.m. in order to complete the hearing.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on September 19, 2005:
Shinda Prillerman vs. Columbus Public Schools,
Appeal No. 05-BA-0001*

The Commissioners adopted the recommendation of the trial board to grant Thomas Drabick's motion to withdraw as Mr. Prillerman's counsel since Mr. Prillerman has not responded to Mr. Drabick's phone calls or correspondence. The Commissioners also agreed to dismiss Mr. Prillerman's appeal based on failure to prosecute.

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RE: Columbus Public Schools Classification Actions.

No Columbus Public Schools classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Alcohol and Drug Abuse Program Manager with no revisions (Class Code 1570).

Request of the Civil Service Commission staff to approve the specification review for the classification Alcohol and Drug Abuse Counselor with no revisions (Class Code 1565).

Request of the Civil Service Commission staff to approve the specification review for the classification Exercise Physiologist with no revisions (Class Code 1749).

Request of the Civil Service Commission staff to approve the specification review for the classification Home Health Aide with no revisions (Class Code 1623).

Request of the Civil Service Commission staff to approve the specification review for the classification Firing Range Assistant with no revisions (Class Code 3025).

Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Supervisor I with no revisions (Class Code 3814).

Request of the Civil Service Commission staff to approve the specification review for the classification Electric Metering Supervisor II with no revisions (Class Code 3619).

Request of the Civil Service Commission staff to approve the specification review for the classification Watershed Manager with no revisions (Class Code 1173).

Request of the Civil Service Commission staff to revise the specification for the classification Composting Facility Supervisor with no revisions (Class Code 3897).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the review of the specifications for nine classifications with no revisions. The review of these specifications is part of the Commission's objective to review all classifications at least every five years.

After meetings and discussions with representatives from the various departments, it was agreed that each of these specifications accurately describes the work as it currently exists. It was therefore recommended that the review of all nine specifications be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Health Education Program Planner (Class Code 1743).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Health Education Program Planner was last reviewed in June of 2000 and there are currently five employees serving in the classification in the Health Department. Based upon information received via questionnaire and supervisory review, some minor revisions were proposed.

No revisions to the definition or minimum qualifications sections of the specification were recommended. Revisions to the examples of work section were recommended to clarify the wording of two statements. The knowledge, skills, and abilities section was revised to add language referring to the ability to express public health education issues effectively verbally and in writing and to correct a typographical error. No other changes to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Law Clerk (U) and retitle it to read Legal Intern (U) [Class Code 1989].

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request as a result of a request from the City Attorney's Office that the specifications for Law Student Intern (U) and Law Clerk (U) be revised and possibly merged. After meeting with representatives from the City Attorney's Office, it was agreed that the suggested merger of these two classes would not provide any real benefit to the department as once thought. However, several revisions and a retitling were recommended to the Law Clerk (U) classification.

It was recommended that this classification be retitled Legal Intern (U) to be consistent with the certification required for employment to this classification. At the specific request of the City Attorney's Office, the only proposed revision to the definition was the limitation that it only be used to classify part-time positions. It was recommended that language be included in the guidelines for class use to limit the length of time employees may serve in this classification. The proposed language added to this section reads, "Incumbents who otherwise cease to be actively enrolled in law school, or who graduate, shall not continue to be employed as a Legal Intern (U) and must be terminated from this classification no later than six months following the time in which active enrollment ceases or graduation occurs." It is not the interest of the City Attorney's Office to provide extended employment opportunity for Legal Interns. No other revisions to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Law Student Intern (U) and retitle it to read Law Clerk (U) [Class Code 1988].

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a request from the City Attorney's Office that the specifications for Law Student Intern (U) and Law Clerk (U) be revised and possibly merged. After meeting with representatives from the City Attorney's Office, it was agreed that the suggested merger of these two classes would not provide any real benefit to the department as once thought. However, several revisions and a retitling were recommended to the Law Student Intern (U) classification.

It was recommended that this classification be retitled to Law Clerk (U) to not be confused with the proposed Legal Intern (U) classification. The type of work performed by employees of this classification is more consistent with how the Law Clerk title is typically used. The only other proposed revision was to add language in the guidelines for class use section that would limit the length of time employees may serve in this classification. The proposed language added to this section reads, "Incumbents who otherwise cease to be actively enrolled in law school, or who graduate, shall not continue to be employed as a Law Clerk (U) and must be terminated from this classification no later than six (6) months following the time in which active enrollment ceases or graduation occurs." It is not the interest of the City Attorney's Office to provide extended employment opportunity for Law Clerks.

Commissioner Grady Pettigrew noted that one example of work, "may argue a case before a Referee in Small Claims Court", must be corrected to "may argue a case before a Magistrate in Small Claims Court"; referees are no longer used in Small Claims Court.

A motion to approve the request with one revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Civil Service Commission Executive Director (Secretary) [U] (Class Code 0010).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Civil Service Commission Executive Director (Secretary) [U] was last reviewed in September of 2000 and there is currently one employee serving in this classification.

As part of this review, the incumbent of this classification was asked to review and provide feedback regarding the current specification. Based on this feedback, it was suggested that one statement be added to the examples of work section to reflect the responsibility of the director in certifying the names of employees on the payroll to the City Auditor's Office. This responsibility is charged to the Civil Service Commission by City Charter (Section 153) and provides an enforcement measure to the Commission by ensuring that employees are appointed and employed legally. No other changes to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Department Human Resources Officer (Class Code 0893).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Department Human Resources Officer was last reviewed in April of 2000 and there are currently five employees serving in this classification located in various departments throughout the City.

As part of this review, incumbents of the classification were asked to provide feedback regarding the current specification. Based on this feedback, it was suggested that one statement be added to the examples of work section to reflect the role of the Department Human Resources Officer in the budget process. No other changes to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Department Assistant Director (U) [Class Code 0052].

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Department Assistant Director (U) was last reviewed in January of 2000 and there are currently eight employees serving in this classification located in various City departments.

For this class review, updated position descriptions submitted by the departments for their respective positions were examined to determine if changes to the specification should be recommended. Based on this review, Commission staff recommended that two revisions be made to the examples of work section. One of which was the deletion of the work statement pertaining to "assisting" in the preparation of the budget since this wording does not accurately reflect either the level or type of responsibility performed by members of this classification. It was also recommended that a work statement be added that reads, "Represents the Director or the department at meetings with constituencies, civic associations, business and special interest groups, or the public." No other changes to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Economic Development Program Supervisor (Class Code 2017).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Economic Development Program Supervisor was last reviewed in August of 2000; there are currently no employees serving in this classification.

As part of this review, the Development Department was contacted to discuss whether or not the classification could be abolished and, if abolishment was not recommended, if there were any proposed changes that should be recommended to the specification. Based upon this discussion, the department specifically asked that the classification not be abolished and that one word be added to the definition to expand its use to include economic development projects. There were no other recommended changes to the class specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Fleet Manager, retitle it to read Fleet Operations Manager and amend Rule XI accordingly (Class Code 0273).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Fleet Manager was last reviewed in March of 2000 and there is currently one employee serving in this classification in the Fleet Management Division.

It was recommended that the classification be retitled to read Fleet Operations Manager which more adequately describes the type of management for which this classification is responsible. It was recommended that the definition and examples of work sections of the specification be revised to clearly specify the division for which this classification is intended, the Fleet Management Division. No revisions to the knowledge, skills, and abilities, minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Fleet Assistant Manager, retitle it to read Fleet Operations Assistant Manager and amend Rule XI accordingly (Class Code 0845).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Fleet Assistant Manager was last reviewed in September of 2001. Fleet Assistant Manager is being reviewed at this time because another classification in the series has not been reviewed in five years. There is currently one employee serving in this classification in the Fleet Management Division.

It was recommended that the classification be retitled to read Fleet Operations Assistant Manager which is more descriptive of the level and type of management for which this classification is responsible. This proposed title is consistent with what is proposed for the other classification within the series. It was also recommended that the definition be revised slightly to clearly indicate that this classification is used only in the Fleet Management Division, and to show that this classification serves at a managerial level and not supervisory level. It was also recommended that the definition be revised to illustrate that this classification assists in the management and coordination of the daily operations. The only revision to the examples of work section was to update the title. No revisions to the knowledge, skills, and abilities, the minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Drafter/CAD Operator (Class Code 1183).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Drafter/CAD Operator was last reviewed in September of 2001 and is being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently nine employees serving in this classification in the Public Service and Public Utilities Departments.

No revisions to the definition were recommended. Because some positions allocated to Drafter/CAD Operator may be asked to work with Geographic Information System (GIS) mapping software in their daily functions, familiarity and use of this software was added to the examples of work and knowledge, skills, and abilities sections to accurately represent what may be expected while working as a Drafter/CAD Operator. It

was also recommended that the minimum qualifications be revised to broaden the associate degree substitution to include engineering technology, surveying, or a closely related field. With this revision, individuals with academic accomplishments comparable to an associate degree in drafting would qualify. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Repairer Supervisor (Class Code 3785).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Parking Meter Repairer Supervisor was last reviewed in February 2002, but because other classifications in the series have not been reviewed in the last five years, it was decided to review the entire series. There is currently one employee serving in this classification in the Transportation Division.

After interviewing the incumbent and soliciting the department to provide feedback about potential changes to this specification, it was decided that a few minor revisions were warranted at this time. Although the current definition accurately illustrates the main purpose of the classification, it was decided to also include a phrase that would display the supervision of those employees performing maintenance of metered parking lots. The revised definition will expand the scope of this specification beyond repair and installation of parking meters on city streets. Revisions to the examples of work section were recommended to include duties that are performed on more of a regular basis and to focus more on the supervisory functions performed by the Parking Meter Repairer Supervisor. No revisions to the minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Repairer (Class Code 3784).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as a result of the Civil Service Commission's effort to review all classifications every five years. Parking Meter Repairer was last reviewed in April 2000. There are currently two employees serving in this classification in the Transportation Division.

As a result of conducting interviews with the supervisor and one of the incumbents in addition to soliciting other department representatives to provide feedback about potential changes to this specification, it was decided that the only revisions required were to the examples of work section of the specification. One duty was added and another duty was modified to better represent the work performed by the Parking Meter Repairer. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Supervisor II (Class Code 3969).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Sewer Maintenance Supervisor II was last reviewed in August of 2001. There are currently four employees serving in this classification in the Division of Sewerage and Drainage.

The Civil Service staff reviewed questionnaires completed by incumbents and feedback from departmental representatives about potential changes to this specification. Upon completion of this review it was decided that only minor revisions were required at this time. Two duties were added to the examples of work section and one statement was added to the knowledge, skills, and abilities section to better characterize the Sewer Maintenance Supervisor II classification. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Supervisor II (Class Code 3496).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Building Maintenance Supervisor II was last reviewed in September of 2002 and is being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently seven employees serving in this classification located throughout the City.

No revisions to the definition were recommended as it still accurately illustrates the main purpose of the classification. One example of work was added to the examples of work section to reflect the utilization of computer software to complete work orders and time sheets. Revisions to the knowledge, skills, and abilities section were recommended to add some reference to the knowledge of fire sprinkler and alarm systems, and also the ability to operate a computer. It was recommended that the guidelines for class use section be removed from the specification as it no longer is required. No revisions to the minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Supervisor I (Class Code 3495).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Building Maintenance Supervisor I was last reviewed in March of 2002 but is being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently six employees serving in this classification located throughout the City.

It was recommended that the definition be revised to indicate responsibility for supervising a crew and participating in a wide variety of maintenance and surveillance duties both in and out of buildings. The examples of work section was revised to reflect the utilization of computer software to perform various functions. The deletion of another example was recommended in order to avoid redundancy in this section. It was recommended that the knowledge, skills, and abilities section be revised to include the ability to operate a computer in order to support the duty that was recommended to the previous section. No revisions to the minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Worker (Class Code 3494).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Building Maintenance Worker was last reviewed in April of 2000 and there are currently twenty-six employees serving in this classification throughout the City.

No revisions to the definition were recommended. It was recommended that the examples of work section be revised to include examples to reflect the outside maintenance work that some of the positions may perform, including some minor landscaping. It was recommended that one statement be added to the knowledge, skills, and abilities that would reference the ability to drive a forklift. No revisions to the minimum qualifications, probationary period, or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Supervisor II (Class Code 3815).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Plant Maintenance Supervisor II was last reviewed in August of 2000 and there are currently nine employees serving in this classification in the Sewerage and Drainage and Water Divisions.

No revisions to the definition were recommended. The examples of work section was recommended for revision to include the addition of examples to better represent the work typically performed by a Plant Maintenance Supervisor II. It was recommended that the guidelines for class use be removed as it is no longer necessary. No revisions to the knowledge, skills, and abilities, minimum qualifications, probationary period, or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Mechanic (Class Code 3813).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Plant Maintenance Mechanic was last reviewed in December of 2000 and there are currently fifty-six employees serving in this classification in the Sewerage and Drainage and the Water Divisions.

No revisions to the definition were recommended. Revisions to the examples of work section included the addition of examples to better represent the work typically performed by the Plant Maintenance Mechanic. No revisions to the knowledge, skills, and abilities, minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Helper (Class Code 3812).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Plant Maintenance Helper was last reviewed in December of 2000 and there are currently four employees serving in this classification in the Sewerage and Drainage and Water Divisions.

No revisions to the definition were recommended. It was recommended that the examples of work section be revised to include the addition of a duty to illustrate how this classification assists with monitoring sewer levels by remote equipment via the City's SCADA system. No revisions were recommended to the knowledge, skills, and abilities, minimum qualifications, probationary period, or the examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Welder (Class Code 3830).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Welder was last reviewed in September of 2000 and there are currently seven employees serving in this classification in the Sewerage and Drainage, Water, and Transportation Divisions.

No revisions to the definition were recommended. It was recommended that the examples of work section be revised by including the addition of more examples to better represent the work typically performed by a Welder. One revision to the knowledge, skills, and abilities was recommended to add a statement to reference the ability to use a tap and die set. No revisions to the minimum qualifications, probationary period, or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Machinist (Class Code 3825).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Machinist was last reviewed in September of 2000 and there are currently five employees serving in this classification, located in the Water, Sewerage and Drainage, and Fleet Management Divisions.

The only section of the specification that was recommended for revision was the minimum qualifications. The current minimum qualifications for Machinist are four years of experience in the machining field including setting up and operating lathes, mills, drill presses, and other related machine shop or tool room equipment, or possession of a certificate of completion from a formal program in the machining field and two years of experience in the machining field, including setting up and operating lathes, mills, drill presses, and other related machine shop or tool room equipment. According to these minimum qualifications, the certificate is really a substitution for two years of the required

experience. Therefore, it was recommended that the certificate be listed as a substitution. This proposed revision will make the format of this specification consistent with that of other classification within the class plan. No revisions to the definition, examples of work, knowledge, skills, and abilities, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Heating Ventilation and Air Conditioning Technician (Class Code 3902).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Commission's effort to review all classifications every five years. Heating Ventilation and Air Conditioning Technician was last reviewed in April of 2000 and there are currently fourteen employees serving in the classification, located in the Finance, Recreation and Parks, and Public Utilities Departments.

No revisions to the definition were recommended. It was recommended that revisions to the examples of work section be made to include the addition of more examples to better represent the work typically performed by a Heating Ventilation and Air Conditioning Technician. It was also recommended that the knowledge, skills, and abilities section be revised to include the ability to operate a computer. This is due to the computer software utilized by this classification to write reports and complete work orders. No revisions to the minimum qualifications, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to extend for one (1) year the eligible lists for the 15 clerical classifications impacted by the clerical consolidation project.

PRESENT: Don White, Personnel Analyst Supervisor

In the fall of 2003, the Commission administered the Clerical Core I and II examinations and established an eligible list for the 21 classifications within those groups on November 13 (Core I) and November 26 (Core II). Since that time the Commission staff completed a project designed to consolidate many of the Core I and II classifications into significantly fewer classifications and as a result, most of the current Core I and II classifications will eventually cease to exist. However, the proposed pay and bargaining unit for the new classifications have yet to be approved and until such time as that occurs, the current Core I and II classifications must continue to be used for the hiring of clerical staff throughout the city. Because these eligible lists expire in November of 2005, it was requested that the eligible lists as shown below be extended for one year.

Current Eligible Lists for the Core I and Core 11 Examinations

Classification	Class Code	# Eligible on Current List	Current Expiration Date	New Expiration Date
Clerk I	0430	115	11/12/05	11/12/06
Clerk II	0431	125	11/12/05	11/12/06
Data Entry Operator	0554	96	11/12/05	11/12/06
Data Processing Operations Assistant	0535	82	11/12/05	11/12/06
Messenger	0450	98	11/12/05	11/12/06
Payroll Clerk I	1290	92	11/12/05	11/12/06
Typist Clerk	0464	24	11/12/05	11/12/06

Account Clerk	1230	73	11/25/05	11/25/06
Administrative Assistant	0774	69	11/25/05	11/25/06
Clerk Specialist	0557	159	11/25/05	11/25/06
Development Services Assistant	2007	134	11/25/05	11/25/06
Human Resources Assistant	0910	165	11/25/05	11/25/06
Medical Services Reimbursement Specialist	0815	93	11/25/05	11/25/06
Payroll Clerk II	1291	37	11/25/05	11/25/06
Secretary	0477	8	11/25/05	11/25/06

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to extend the eligible list for Security Specialist (Class Code 3538) for one (1) year.

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request. The current eligible list for Security Specialist was established on December 22, 2003, and is therefore scheduled to expire December 21, 2005. There are currently forty-five individuals on the list, twelve of whom are in the ninety band. Only two individuals have been hired from this list for part-time positions since it was established in 2003.

Because there has been very little hiring activity from the current list and because the Public Service Department, Transportation Division, anticipates filling at least one position using the list in early 2006, Commission staff proposed that the current eligible list for Security Specialist (Class Code 3538) be extended for one year to expire December 21, 2006.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Administrative/Jurisdictional Reviews.

Appeal No. 05-BA-0015 - Review of the appeal of Jean Burse regarding her resignation from the position of Secretary I with the Columbus Public Schools.

The Commissioners reviewed the appeal Ms. Burse filed on July 14, 2005, based upon her belief that she submitted to an involuntary resignation. Based on a review of the documents in the file, the Commission finds that nothing submitted by the Columbus Public Schools, nor in Ms. Burse's signed resignation, suggested that her resignation was coerced or involuntary. Ms. Burse's signature on the personnel action form acknowledges that she was not compelled or coerced to resign from her position.

Accordingly, the Commission decided to dismiss Mr. Burse's appeal without a hearing because it lacks jurisdiction over the appeal.

Appeal No. 05-BA-0020 - Review of the appeal of John Baumbusch regarding the contents of his personnel file with Columbus Public Schools

The Commissioners reviewed the appeal Mr. Baumbusch filed on August 30, 2005, based upon the presence of a disciplinary charge sheet and an unsatisfactory evaluation in his personnel file. The presence or absence of a document in a personnel file is not a matter over which the Commission has jurisdiction and therefore the Commissioners dismissed the appeal without a hearing.

Appeal No. 05-BA-0021 - Review of the appeal of John Baumbusch regarding the stoppage of overtime pay for performance of his duties as a Head Custodian I with Columbus Public Schools.

The Commissioners reviewed the appeal Mr. Baumbush filed on August 30, 2005, based upon the stoppage of overtime pay for set-up and clean-up of the breakfast program. The ability to receive overtime pay for the performance of a Columbus Public School employee's duties is not a matter over which the Commission has jurisdiction. The Commissioners, therefore, dismissed Mr. Baumbush's appeal without a hearing.

APPLICANTS REMOVED POST-EXAM		
Name of Applicant	Position applied for	BAR #
Loralynn Thompson	Police Communications Technician	05-BR-099
Sean Marenkovic	Police Officer	05-BR-100
Patrick Mazzei	Police Officer	05-BR-101
John Youngs	Police Officer	05-BR-102
Kiara Fields	Police Communications Technician	05-BR-103
Stephanie Martin	Police Communications Technician	05-BR-104

After reviewing the files of Sean Marenkovic and John Youngs, the Commissioners decided their names would be reinstated to the police officer eligible list. After reviewing Patrick Mazzei's file, the Commissioners decided his name would not be reinstated to the police officer eligible list.

After reviewing Loralynn Thompson's file, the Commissioners decided her name would be reinstated to the police communications technician eligible list. After reviewing the files of Kiara Fields and Stephanie Martin, the Commissioners decided their names would not be reinstated to the police communications technician eligible list.

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The Commissioners adjourned their regular meeting at 2:23 p.m.

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<hr/> Priscilla R. Tyson, Commission President	<hr/> November 28, 2005 Date
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